



VAMS Inventory Request Submission and Inventory Management Reference Sheet

Vaccine Request and Ordering Cadence

VAMS Inventory Request Submission

- DHEC processes CDC vaccine orders once a week; DHEC receives separate federal allocations for 1st and 2nd doses and must order these separately
- Please see the [VAMS Inventory Manager User Manual](#) to step-by-step guidance
- All providers must submit inventory requests in VAMS by Tuesday, 12pm for consideration for new deliveries
 - Moderna and Pfizer Direct Ship
 - Only one (1) new inventory request should be submitted per week
 - Organizations ordering on behalf of multiple sites should only submit a request via the ordering organization's VAMS account
 - DHEC only processes inventory requests based on "date requested". The "date required by" is not considered for processing for direct shipments as final vaccine order delivery arrivals are contingent on the manufacturer and transportation/delivery companies processing timelines
 - Include Total Amount of 1st and 2nd doses in the requested amount
 - Specify the amount of 1st and 2nd doses in the notes section; if 0 for either, please specify
- Please note:
 - Inventory requests are NOT guaranteed and are not considered orders
 - 2nd dose requests based on 1st dose shipments are guaranteed by DHEC
 - DHEC will post updates concerning final allocation amounts to inventory requests once determinations have been made
 - The requesting user should select the + Follow button of the inventory request to receive email updates when information is posted from DHEC. As of February 15, 2021, the requesting VAMS user will need to make a comment on the inventory request in order to enable the automatic email notification system.
 - As of February 16, 2021, DHEC staff will now update pending inventory requests with a status update

Feb 22 2021

DHEC COVID-19 Immunization Branch



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- *Rejected:* request was not processed due to post 12pm submission on the associated Tuesday deadline date; requests submitted prior to February 10, 2021; or due to clinic request
- *Waiting on additional information:* request has been processed and included for allocation review
- *Approved:* the request amount has been approved for vaccine order placement
- *Approved with modifications:* the request amount has been adjusted and approved for vaccine order placement
- Inventory request and vaccine order status questions should be directed to COVIDVaccines@dhec.sc.gov. Sites receiving redistributed vaccine from DHEC can also contact RSS@dhec.sc.gov and parksln@dhec.sc.gov



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Inventory Request Cadence Visual (all anticipated delivery dates are subject to change and are tentative)

Monday	Tuesday	Wednesday	Thursday	Friday
	Provider submits inventory requests for 1 st and 2 nd dose needs in VAMS no later than 12:00pm		DHEC orders Moderna 1 st and 2 nd doses from CDC	DHEC orders Pfizer 1 st doses from CDC
DHEC orders Pfizer 2 nd doses from CDC	Provider submits inventory requests for 1 st and 2 nd dose needs in VAMS no later than 12:00pm	Pfizer providers receive 2 nd dose shipments		
Pfizer providers receive 1 st dose shipments				
Moderna providers receive both 1 st and 2 nd dose shipments				

Vaccine Order and Ancillary Supply Delivery Cadence (all anticipated delivery dates are subject to change and are tentative)

Ordering Cadence for Pfizer 1 st Doses: Direct Ship				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Friday, 9am	Monday	Within 24-hour window of vaccine	Wednesday

Ordering Cadence for Pfizer 2 nd doses: Direct Ship				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Monday, 9am	Wednesday	Within 24-hour window of vaccine	Wednesday

Ordering Cadence for Direct ship to site: Moderna 1 st and 2 nd doses				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Thursday, 9am	Monday	Within 24-hour window of vaccine	Wednesday



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RSS-Redistribution Orders in Process- Delivery Cadence

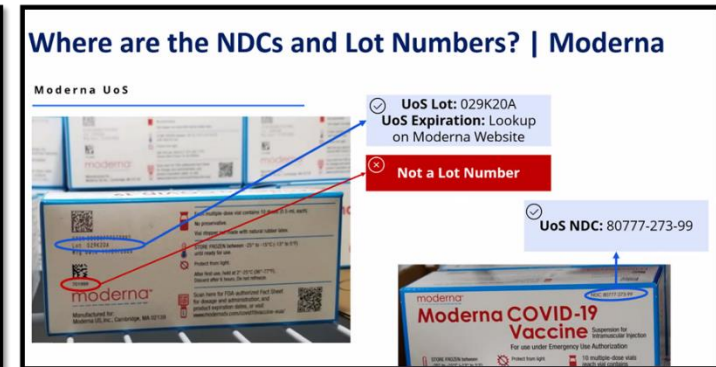
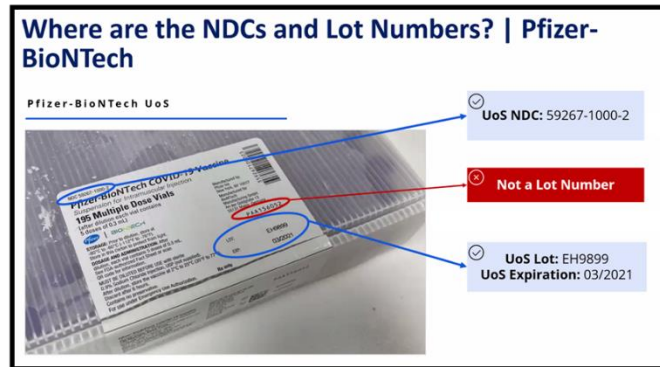
Sub-order request submission to RSS@dhec.sc.gov and parksln@dhec.sc.gov by 5pm	Prepared at the RSS	Delivery to Facility
Monday	Tuesday	Wednesday
Tuesday	Wednesday	Thursday
Wednesday	Thursday	Friday
Thursday	Friday	Monday
Friday	Monday	Tuesday



VAMS Inventory Management

Logging Inventory in VAMS

- All doses received at the facility must be added to VAMS at the time of arrival. All inventory must be managed through the Inventory Management tab of the VAMS clinic portal.
 - Providers must also report on-hand inventory daily to VaccineFinder.
- **Note:** COVID-19 EUA products do not have a scannable barcode and 2D barcode scanning is therefore temporarily unavailable in VAMS
- **Note :** VAMS Sites using both standard and third-party clinics will need to ensure that there are enough doses adjusted from the standard to the third-party clinic to allow for sufficient inventory to document doses administered as they are added to either VAMS site.
- Doses must be added as vials to VAMS. VAMS already adjusts the number of available doses based on the number of vials you enter.
 - Doses are added via the manually log inventory button of the inventory management tab of the clinic portal
 - Pfizer: 1 vial equals 6 doses (effective Tuesday, February 16, 2021)
 - Moderna: 1 vial equals 10 doses
 - **Note:** Providers unable to obtain a 6th dose from a Pfizer MDV will need to record that dose as wastage (effective Tuesday, February 16, 2021)
 - **Note:** Extra doses obtained from Moderna must be tracked separately. Providers must add a “vial” to VAMS equivalent for every 10 (Moderna) doses achieved. If an equivalent of 10 doses is not achieved, a vial can still be added and then a reduction of inventory can occur by adjusting for the number of doses that were not administered.
 - **Example:** 1 extra Moderna dose was pulled during a vaccine event. Add 1 vial of Moderna to your VAMS inventory. Then reduce inventory by 9 doses, marking as “other”.





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Logging Wastage

- Per federal CDC provider agreement to participate in the COVID-19 vaccination program, all providers must report any vaccine waste
- Waste is recorded via the manually reduce inventory radio button in the inventory management tab of your clinic portal
- VAMS Clinic Administrators and/or VAMS Inventory Managers must document and choose the appropriate category from the drop-down menu when manually reducing inventory to reflect waste
- **Note:** waste is recorded on a dose level

Vaccine Supply Transfers/Redistribution

- Ordering organizations must have an approved redistribution agreement on file with DHEC to redistribute to other approved vaccine storage/administration locations.
- Locations within the same system need to have a redistribution agreement on file to transfer vaccine between sites.
 - Email COVIDProviderEnrollment@dhec.sc.gov to complete a redistribution agreement.
- Any vaccine transfers to other external locations must first be approved by the vaccine management team at COVIDVaccines@dhec.sc.gov
- Any vaccine transport related to vaccine redistribution or transfers must be documented on the [COVID-19 Transport Log](#) and emailed to COVIDVaccines@dhec.sc.gov
- Any site conducting a vaccine transfer must document the inventory adjustment in VAMS
 - Manually reduce inventory, select “transfer to another location” as the reason
- Any site receiving a vaccine transfer must add the supply to their VAMS inventory upon receipt
 - Manually log inventory and add the number of vials received

Manually reduce inventory

Broken Vial/Syringe

Vaccine drawn into syringe but not admin

Non vaccine product (e.g. IG, HBIG, Dil)

Open vial but all doses not administered

Lost or unaccounted for vaccine

Other

Error when logging inventory

Transferred inventory to another location

Unused/returned to facility

Broken Vial/Syringe

* Number of doses reduced

[VAMS Inventory Management Training Resources](#)

- **Inventory Manager User Manual (NEW as of 2/15/2021)**
- **Inventory Management Training Recording (1/29/2021)**
- **Inventory Management Process Update Slide Deck (1/29/2021)**